

**Cannabis Control Authority  
Board of Directors Meeting  
DRAFT MINUTES  
December 13, 2023  
1:00-3:00 PM**

**Virginia Workers' Compensation Commission  
Commissioner's Conference Room (Basement)  
333 E. Franklin Street / Richmond, VA 23219**

MEMBERS PRESENT:           John Keohane, Chair  
                                      Bette Brand  
                                      Anthony Williams  
                                      Michael J. Massie

MEMBERS ABSENT:           Neil Amin, Vice Chair

LEGAL COUNSEL:           James Flaherty, Office of the Attorney General

PRESENTERS:                Jeremy Preiss, Cannabis Control Authority  
                                      Shawn Casey, Cannabis Control Authority  
                                      Isaac Wright, Cannabis Control Authority  
                                      Jamie Patten, Cannabis Control Authority

**1. CALL TO ORDER**

Mr. Keohane called the meeting to order at 1:01 PM.

**2. DETERMINATION OF A QUORUM**

Mr. Keohane determined the Board had a quorum given that four board members were present.

**3. APPROVAL OF THE AGENDA**

Upon motion by Ms. Brand, and duly seconded by Mr. Williams, the members voted to approve the meeting's agenda.

**4. APPROVAL OF THE PREVIOUS MEETING'S MINUTES**

Upon motion by Mr. Williams, and duly seconded by Ms. Brand, the members voted to approve the draft minutes from the November 28, 2023, Board meeting.

5. **ANNUAL REPORT**

Mr. Preiss presented on the Cannabis Control Authority's Fiscal Year 2023 Annual Report. Mr. Preiss stated the scope of the report is broad and reflects an objective accounting of the CCA's activities in FY 2023. In response to a question about how the annual report is disseminated, Mr. Preiss explained that it will be available on the CCA's website and filed with the General Assembly. Upon motion by Mr. Williams, and duly seconded by Ms. Brand, the members voted to approve the 2023 Cannabis Control Authority Annual Report.

6. **DELEGATION OF AUTHORITY ON LIMITED LICENSING MATTERS**

Ms. Casey presented on a draft delegation of certain limited licensing matters to CCA staff. She noted that general, non-controversial licensing matters such as renewals, approvals for cannabis dispensing permits and cultivation facilities, product applications, and limited disciplinary processes, are currently delegated to staff at the Board of Pharmacy. The Board asked if standard licensing forms will be used and reviewed by legal counsel. Ms. Casey explained that an Administrative Proceedings Coordinator had been hired and will handle this as part of the position. In response to a motion by Ms. Brand, and duly seconded by Mr. Williams, the members voted in favor of the delegation effective January 1, 2024.

7. **STATUS REPORTS**

Mr. Wright updated the Board on the status of the Medical Cannabis Program (MCP) transition. He reported that CCA staff has established strong working relationships with processors and stakeholders. He discussed the implementation process for the software program the CCA will use for licensing, patient certifications, and product development. Mr. Wright also addressed next steps for the MCP transition, including a request for proposals for a seed-to-sale tracking system and a request for application (RFA) for a pharmaceutical processor permit in Health Service Area 1. Mr. Wright stated that the CCA's overall focus is on ensuring health and safety for cannabis patients and ensuring current MCP patients do not experience any material changes as administration of the program transitions to the CCA on January 1, 2024.

Mr. Preiss discussed the upcoming legislative session. He highlighted key dates of the 2024 General Assembly session. Mr. Preiss said the CCA anticipates the General Assembly will consider cannabis legislation regarding an adult use market, the medical cannabis program, and consumable hemp products, among other subjects.

8. **BUDGET AND FINANCE UPDATE**

Ms. Patten provided an update on the agency's budget and finances. Current spending for FY 2024 is \$1.4 million with an available balance of \$3.9 million. Ms. Patten explained that money for a seed-to-sale tracking system is separate from the CCA's operating budget. She also reviewed the Commonwealth's upcoming budget process. She noted that in the next week, the Governor will issue his proposed budget and the General Assembly will follow

with its review and likely modifications to the budget in the legislative session. Lastly, Ms. Patten commented on the fees that will fund the Medical Cannabis Program and the anticipated transfer of the Board of Pharmacy's remaining funds related to the MCP.

**9. PUBLIC COMMENT PERIOD**

Mr. Keohane invited comments from the public.

Mr. Julio Soriagalvarro, Founder and Managing Partner, BV, commented about his interest in vendor opportunities with the CCA and developments regarding the HSA 1 RFA process.

Maxwell Cranford, Owner of Culpeper Hemp Company, expressed his opinion about the need for opportunities in the cannabis industry for individuals previously incarcerated due to cannabis infractions. He also commented on the CCA's recent Virginia Medical Cannabis Program market study and nursery inspections conducted in other states.

Phil Lowe commented on the CCA's operating budget for FY 2025.

**10. CLOSED SESSION**

Upon motion of Mr. Williams, and duly seconded by Ms. Brand, the members voted to enter closed session under the Virginia Freedom of Information Act to discuss matters lawfully exempted from the open meeting requirements under Virginia Code § 2.2-3711(A)(8), (A)(3), and (A)(29). In addition to the Board members, Mr. Preiss, Ms. Patten, Ms. Casey, and Mr. Flaherty attended the closed session.

At the Board's return from closed session, upon motion of Mr. Williams, and duly seconded by Ms. Brand, the members voted to certify that to the best of each member's knowledge only matters falling under Virginia Code § 2.2-3711(A)(8), (A)(3), and (A)(29) were discussed in the closed session.

**11. ADJOURNMENT**

The Board adjourned at 3:16 PM.